

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6110/6175 OR DSN: 496-6110/6175

**POSITION VACANCY ANNOUNCEMENT 16-036a Open Date: 14 January 2016 Close Date: 15 February 2016**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #16-095A)**

**BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)**

**POSITION TITLE: FORCE SUPPORT OFFICER**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: Lt Col/O5**

**UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: Maj/O4**

**ORGANIZATION/LOCATION: 175<sup>th</sup> FSS, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899**

**SEQUENCE: #**

**SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.**

**WHO MAY APPLY: OPEN TO CURRENT ONBOARD AGR OFFICERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP. SUBJECT TO RESOURCE AVAILABILITY.**

**QUALIFICATION/ELIGIBILITY REQUIREMENTS**

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

**BRIEF OF DUTIES AND RESPONSIBILITIES**

Serves as a staff advisor responsible for providing military human resources assistance, guidance, and direction (personally and through subordinate staff) to military units. Provides supervision, guidance, and team leadership to dual and non-dual status, Active Guard Reserve (AGR), and traditional, drill status members. Directs, manages, plans, organizes, and controls military personnel, recruiting, retention and education and training activities for all military organizations supported by the MPF. Communicates military human resources policies and procedures through meetings, written documentation, oral presentations, and state of the art communications and media. Directs the military recruiting activity. Directs the retention programs. Directs military education and training activities and administers the following programs: job qualification training (JQT), formal school training, professional military education (PME), ancillary training, and the USAF Extension Course Institute (ECI) training. Ensures military human resources activities are focused on readiness and effective utilization. Directs customer service activities. Directs force management initiatives, to include assignment/reassignment, training/retraining, administration of enlistment processing and promotion programs, as well as reenlistment/extension, separation and retirement processing. Oversees implementation of military human resources programs for full time technicians, dual status technicians, and non-dual status technicians, and Active Guard Reserve (AGR) under the guidance and purview of the state Human Resource Office (HRO). Ensures work center training programs are in place for traditional status guard members. Advises staff regarding policies, procedures and directive of higher-level management or headquarters. Provides direct oversight to the Family Program and the Family Program Coordinator contract. Performs other duties as assigned.

**AFSC**

**AFSC: 38P3** Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted).

**SPECIAL INFORMATION (IF APPLICABLE)**

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.

**APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)**

**NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.**

**DO NOT STAPLE, DOUBLESIDE PRINT, OR PLACE DOCUMENTS INTO FOLDERS/BINDERS.**

**Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!**

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement **(third page of this announcement)**.
5. ANG Physical Assessment Results.
6. If Officer **last (3) three OPRs**

**Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!**

Forward application and attachments to:

**HUMAN RESOURCES OFFICE  
ATTN: MDNG-HRO-AGR  
AGR BRANCH  
Fifth Regiment Armory  
Baltimore, MD 21201-2288  
FAX 410-576-6176**

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES      NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_ U:\_\_\_ L:\_\_\_ H:\_\_\_ E:\_\_\_ S:\_\_\_ X Factor \_\_\_ Dated \_\_\_\_\_

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1**

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION